

STAFF STUFF

Shelton State Community College – Support Staff Monthly

Vol 1 Number 1

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NEWSLETTER STARTED

Shelton State has started a newsletter for the administration and support staff of the college. The newsletter will contain information pertaining to the day to day activities at Shelton State. The "Staff Stuff" will be distributed on a monthly basis. If you have any information that needs to be included in the newsletter, please contact Rick Rogers, Betty Brown, or Paul Sellers by the 8th day of each month.

ESPO DUES DUE

Each member of ESPO who has not paid their current local dues, needs to do so within the next thirty (30) days. The money you pay for local dues is used for such things as Xerox paper, postage, and travel to the ESPO meetings. Without your local support, the ESPO organization will not be able to function as it should. All dues should be sent to Margaret Hinton on the Skyland Campus. Local dues are still only \$5.00.

AUDIX REMINDER

By now you should be familiar with the college's new phone system and the information management service, AUDIX. The 'Voice Segment' of the telecommunications system is funded through the college's Title III strengthening grant.

AUDIX, however, is much more than an answering service. The system is capable of delivering 'Voice Mail Memorandums' campus-wide in just minutes. Your message may be sent to a select group of extensions or mass distributed to all college phones. The Fire College, Canine Training Center, Waste Water Treatment Center and part-time faculty also have special extensions allowing their participation in the system.

AUDIX is very cost-effective, saving the college a great deal of money through time efficiency, paper and copy costs. Remember to check your AUDIX "Mail Box" at least twice a day and delete all of your old messages. Sandra Day and Chuck Bearden will be happy to work with you in answering questions about AUDIX.

A NEW FAMILY MEMBER

Karen Crombie joined our Shelton State family this month. Karen will be working as the college's Comptroller in the Business Office.

SICK LEAVE BANK ESTABLISHED

The college recently established a "Sick Leave Bank" that will allow participating members to borrow days of sick leave if they are needed. If you are interested in joining the Sick Leave Bank, copies of the guidelines and procedures are available in the Dean of Students office or you may contact Rick Rogers at ext. 2472.

"BEAM ME UP SCOTTIE"

Many of you have noticed the installation of microwave towers and satellite dishes on the Skyland and 15th Street Campuses. The equipment is part of the college's telecommunications system funded by Shelton State's Title III strengthening grant.

When fully operational, classroom lectures, speeches or conferences may be transmitted between each campus. Provided funding is available, there are plans to expand the system so that workshops from other campuses across the nation can be transmitted to Shelton State Community College.

Classroom broadcasts should begin by the Spring quarter.

EMPLOYEE PROFILES

Starting with the second issue, we will attempt to profile an employee of Shelton State Community College. This profile will include a personal look at the employee's past and present at Shelton, as well as their future goals. If you have someone who should be highlighted in "Staff Stuff," please contact either Rick Rogers, Betty Brown, or Paul Sellers.

MARTIN LUTHER KING JR. HOLIDAY

Shelton State Community College will be closed on Monday, January 21, 1991 in observance of the Martin Luther King Jr. Holiday.

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